



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
FINANCIAL MANAGEMENT AND COMPTROLLER  
109 ARMY PENTAGON  
WASHINGTON DC 20310-0109

21 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

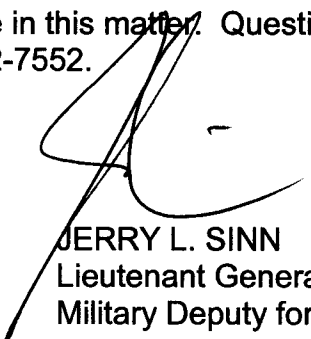
SUBJECT: Army Purchase Card Delinquent Accounts

The purchase card program provides substantial saving and internal efficiencies to the Army and is crucial to our mission to eliminate delinquencies that tarnish our reputation as public stewards and leaders. The Offices of Secretary of Defense, and the Secretary of the Army issued the directives to monitor and enforce policies to eliminate all delinquent accounts within the Department of the Army. The Army Contracting Agency will provide a report covering all delinquent accounts.

Although, the Army has a zero percent tolerance policy for delinquent accounts, historical records has proven that the Army's overall delinquent rates tend to rise above the established tolerance rate in the December/January timeframe.

It has been brought to our attention that billing officials have been delaying the certifying process during the months of December and January due to holiday and leave schedules. We emphasize that all billings certifications are to be liquidated prior to billing officials going on leave. Alternative measures should be in place as back-up to ensure that there is no delay in making payments. Delay of payment causes delinquency, reduces rebates, and causes increase interest penalties.

We thank you for your assistance in this matter. Questions and concerns may be addressed to Ms. Cathy Ho at (703) 692-7552.

  
JERRY L. SINN  
Lieutenant General, U.S. Army  
Military Deputy for Budget

CF: Director, U. S. Army Contracting Agency

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SUBJECT: Army Purchase Card Delinquent Accounts

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